

# **A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT**

Department of Highways  
Professional Services Procurement Bulletin 2014-03  
Estill / KY 89 / 10-363.10

This document constitutes a Request for Proposals for Personal Service Contract from qualified individuals and organizations to furnish those services as described herein for the Commonwealth of Kentucky, Department of Highways.

## **I. PROJECT DESCRIPTION**

County – Estill  
Route – KY 89  
Item No – 10-363.10

Project Description – Provide Right of Way acquisition services to relocate KY 89

## **II. PROJECT INFORMATION**

Project Manager – Bruce Napier, Right-of-Way Agent Supervisor (District 10)  
User Division – Division of Right of Way and Utilities  
Approximate Fee – \$ 355,200.00 (Estimated/Unit Price Contract)  
Project Funding – State Funds (SPP funds)  
Project Length – 0.91 miles

## **III. PURPOSE AND NEED**

The purpose of this project is to assist the Kentucky Transportation Cabinet in providing Right of Way acquisition activities on the above project in Estill County. The subject project begins approximately 260' south of Rice Street in Irvine, Kentucky and proceeds in a northerly direction for approximately 0.91 miles. This is a control of access facility by permit. The project is the reconstruction of KY 89. There are approximately sixty (60) parcels of mixed uses ranging from commercial, residential and special purpose. There is one total take, three (3) partial acquisitions which are vacant and fifty six (56) parcels that are improved. Approximately 42 parcels fall in the "Major" category and seven (7) parcels which fall in the "Minor" category. They are approximately eleven (11) parcels which will be considered an "MAR" for acquisition. Designated parcel 18 has a mini storage building acquired and will require miscellaneous moves. Designated parcel 26 has one off premise sign which will be relocation. Designated parcel 33 also has a mini storage building with approximately six (6) miscellaneous moves. Designated parcel 36 has a residential relocation (landlocked mobile home) and a metal building acquired (Miscellaneous Move). Designated parcel 57 has a residential relocation and garage building acquired (Miscellaneous Move). Designated parcel 61 has a residential relocation. This project will have proximity damages and landlocked parcels.

Services will include appraising, appraisal review, acquisition, and relocation. The title services are complete and available upon request. .

Project completion time – It is estimated that a 12 month time frame should be allowed for acquisition and relocation of businesses and individuals on this project.

#### **IV. DBE REQUIREMENT**

None

#### **V. SCOPE OF WORK**

The selected consultant(s) will be responsible for the following: appraisals; appraisal reviews; all negotiations including MARs; and relocation series.

Title Reports have been requested by District Office through Central Office to the Division of Legal Services.

Appraisers and Review Appraisers must be well versed in SFR, business appraisals (income approach), and various types of commercial property appraisals.

The selected consultant may be required to provide a field office for property owners to reach its personnel. The selected consultant agrees that upon request, staff will be available to assist in responding to FHWA or State inquires or citations.

##### **1. Titles & Closing**

All titles, updates, closings and other legal services shall be performed by an attorney assigned by KYTC Office of Legal Services. Payment for these services shall be the responsibility of KYTC.

##### **2. Appraisal Reviews**

###### **a. Complex BAV (Before and After Value)**

In rare instance, the complexity of a property and/or appraisal problem may require specialized knowledge or increased documentation. Examples of this type of appraisal may include but not be limited to:

1. An acquisition from a university campus where the contributing value of the improvements must be documented as part of the larger parcel.
2. An acquisition from a golf course that affects one or more fairways and/or greens where the appraiser may need to consult an engineer or course designer to determine the true nature of the affect of the taking on the course.

###### **b. Standard BAV**

This category will be used for most KYTC appraisals. The contributing value of all improvements must be documented. Damages may apply in the after situation and may include but not be limited proximity, changes in topography, severed remainders, changes in highest and best use, loss of parking, etc.

###### **c. Minor BAV**

Used for minor acquisitions in which the amount of just compensation exceeds the maximum amount under which an MAR (Minor Acquisition Review) may be used. Improvements acquired will be minor in nature and will include but not be limited to items of landscaping, fencing and small secondary buildings (i.e. sheds). The principle building is unaffected and its contributing value may be estimated.

###### **d. BV (Before Value)**

Used only when the parcel is considered a total take and only the before value is needed.

### 3. Acquisitions

All Acquisition Parcels are completed following the procedures within Right of Way Guidance Manual.

### 4. Relocations

- a. When relocation assistance is required as part of a contract the selected consultant shall complete an Acquisition Stage Relocation Report (ASSR) for any and all relocations being assigned.
- b. All relocation will be done in accordance of 49 CRF, Part 23, Uniform Relocation Assistance and Real Property Regulations for Federal and Federally assisted Programs and 600 KAR 3:010 Relocation Assistance Payments of the Transportation Cabinet and the Kentucky Transportation Cabinet Relocation Assistance Guidance Manual, revised February 2011.

## **VI. SPECIAL INSTRUCTIONS**

Instructions for Response to Announcement can be found at:

<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

The selected consultant will be required to maintain continuing Professional Liability Insurance of an amount not less than \$500,000.00 during the life of this contract.

The Department reserves the right to terminate this agreement at any time upon a thirty (30) days written notice to the selected consultant. In the event termination is a result of a cancellation of a project, no deed will be taken for property once notice is received, unless specifically authorized in writing by the Director of the Division of Right of Way. IN the event of termination, the selected consultant will be compensated for work performed through the date of said termination. Work completed, in whole or in part, will become the property of the Department. Any dispute I connection with work not disposed of by this agreement will be referred to the Secretary of the Transportation Cabinet, or duly authorized representative, whose decision will be final.

12 month time frame should be allowed for acquisition and relocation of businesses and individuals on this project.

Right of Way contract scoping meeting requirements and general guidelines shall follow:

<http://transportation.ky.gov/Professional-Services/Forms/Right%20of%20Way%20Scoping%20Meeting%20Requirements%20General%20Guidelines.pdf>

## **VII. AVAILABLE STUDIES**

Project Report - [10-363.10 Project Report](#)

Right of Way Plan set – [RW Plan - 10-363.10 - December 2012.pdf](#)

Cross Sections – [Cross Sections – 10-363.10 - December 2012.pdf](#)

## **PREQUALIFICATION REQUIREMENTS**

To respond to this project, the consultant proposed consultant must be currently prequalified for Right of Way Services by the Division of Right of Way and Utilities. The selected consultant must maintain prequalification as set out in the ROW Guidance Manual throughout the term of the contract.

[Click here for a list of firms prequalified by KYTC Division of Right of Way and Utilities](#)

## **VIII. PROCUREMENT SCHEDULE**

Dates other than Response Date are tentative and provided for information only.

RESPONSE DATE • **Wednesday** September 25, 2013, 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • October 1, 2013

SECOND SELECTION COMMITTEE • October 9, 2013

CONTRACT SCOPING CONFERENCE • October 16, 2013

TENTATIVE DEADLINE FOR CONSULTANT FEE PROPOSAL • October 30, 2013

CONTRACT NEGOTIATIONS • November 6, 2013

NOTICE TO PROCEED • December 15, 2013

## **IX. PROJECT SCHEDULE**

COMPLETION OF ALL SERVICES • December 15, 2015

## **X. EVALUATION FACTORS**

Consultants will be evaluated by the selection committee based on the following, weighted factors:

1. **Project Manager – (50 Points)** Score is based on the Project Manager's experience with KYTC or any other projects, as a Project Manager, from previous assignments, and any professional training. Project Manger shall provide documentation to be evaluated.
2. **Staff Experience – (60 Points)** Score is based on the experience of the assigned Appraiser(s), Negotiator(s), and Relocation Assistance Agent(s) on their experience with KYTC, experience with other agencies, professional training, as well as, experience on past projects. Staff Members shall provide documentation to be evaluated.
3. **Quality of Work – (50 Points)** Score is based on the assigned Appraiser(s), Reviewing Appraiser(s), Negotiator(s), and Relocation Assistance Agent(s) on their experience with KYTC, with other agencies, professional training, quality of work, professionalism and ratings from previous assignments. Must provide documentation to be evaluated.

4. **Cooperation of Past Assignments – (40 Points)** Score is based on how well the firm has responded to requests from those responsible for oversight on any past contracts.
5. **Timeliness on Past Assignments – (40 Points)** Score is based on how well the firm has performed in completing any prior assignments in a timely manner; taking into account those events beyond the control of the selected consultant which may have caused delays.
6. **Consultant's offices where work is to be performed – (10 Points)** For state-funded projects, if a Selection Committee vote results in a tie between two (2) firms, one (1) of which will perform more of the work tasks in Kentucky than the other, then the former firm shall be ranked one (1) place ahead of the latter.

**XI. SELECTION COMMITTEE MEMBERS**

1. Bruce Napier, P.E., User Division
2. Dean Loy, P.E., User Division
3. Diana Radcliffe, PE., Secretary's Pool
4. Sam Hale, PE., Secretary's Pool
5. David Eaton, Governor's Pool

**PROJECT MAP**  
**ESTILL COUNTY**  
**ITEM NO. 10-363.10**

Provide Right of Way acquisition services to reconstruct and widen KY 89

Date: 8/22/2013

